



Calmentor North Region Steering Committee Meeting

October Monthly Meeting Minutes

10/19/2016

9:00 AM to 10:00 AM

Phone Bridge: 866-702-1225 - when prompted enter code 9361783.

Meeting called by:	Steering Committee	Type of meeting:	Monthly
Note taker:	Royce Fonseca and Jenna Matsumoto		
Attendees:	Blake Hinman, Jenna Matsumoto, Matthew Philp, Millard Totman, Phil Wade, Royce Fonseca		
Please read:	Meeting Minutes		

----- Agenda Topics -----

Steering Committee:

Intro and Welcome

Royce

Discussion: Becky could not attend the meeting so Royce and Phil presented the material.

Conclusions:

Action items:

Person responsible:

Deadline:

Pairing/MOU Subcommittee:

Review Updates/MOU

Sandy/Royce

Discussion: The blank member packet was sent out to the committee and members on 10/06/2016. Included in this meeting was the MOU for Area West and PB, since there wasn't enough members present the voting did not take place. Royce asked Phil to have their staff send out the email to vote on the MOU which he agreed to. Sandy talked about the MOU that he has been working on with PB and Singh and Associates and also thought maybe Singh can pair up with Dokken instead. It was suggested for him to contact Becky to discuss the pairing.

Conclusions:

Action items:

Send out voting email on MOU for Area West and PB
Talk to Becky about Singh and Associates Pairing

Person responsible:

Phil
Sandy

Deadline:

Recruitment Subcommittee:

Review Updates

Mike

Discussion: Mike was not present to provide an update.

Conclusions:

Action items:

Person responsible:

Deadline:

Outreach Subcommittee:**Linkedin Updates**

Blake

Discussion: Blake had no update to provide on the social media sites at this time.

Conclusions:

Action items:

Person responsible:

Deadline:

Annual Assessment Form Updates

Royce

Discussion: Becky asked that Royce mention that the assessment forms cannot be automated so she set up reminders on her calendar to send them out.

Conclusions:

Action items:

Person responsible:

Deadline:

ACEC Updates

Ravi

Discussion: Becky had sent out an email that the location was lost and that ACEC was looking for a new one. We still need to determine a speaker for this even (March 15, 2017). Since there was not a lot of presence at this meeting Royce will email the committee asking them to provide some ideas to Becky.

Conclusions:

Action items:

Person responsible:

Deadline:

Email committee for speaker suggestions

Royce

Newsletter Updates

Blake

Discussion: Blake stated he has been calling people, and is still missing some information. He wanted some suggestions on who to do the Mentor/Protégé relationship article on. Royce asked Blake to send her the email with the information he needs and she will send it out to the committee.

Conclusions:

Action items:

Person responsible:

Deadline:

Send information needed for the newsletter to Royce

Blake

Special Events Subcommittee:

DPAC Event Debrief

Royce

Discussion: Phil went over the Survey Monkey results from the DPAC event with the attendees. The overall feedback was positive.

Conclusions:

Action items:

Person responsible:

Deadline:

Sponsor's Dinner

Dustin

Discussion: Dustin was not present to provide an update. Royce was informed to relay that he was looking for a location and that an email was sent out to the members to request who they would like to sit with for the speed dating section.

Conclusions:

Action items:

Person responsible:

Deadline:

2017 events

Royce

Discussion: No update to provide.

Conclusions:

Action items:

Person responsible:

Deadline:

Financial Statement:

Royce

Discussion: There is currently \$4,733.18 in the account.

Conclusions:

Action items:

Person responsible:

Deadline:

Caltrans Update:

Millard/Royce/Jenna

Discussion: There is no update from Caltrans at this time.

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Conclusions:		
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Action items:	Person responsible:	Deadline:
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<u>Next Meeting – November 16, 2016</u>		
Royce		
Discussion:		
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Conclusions:		
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Action items:	Person responsible:	Deadline:
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Other Information
